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16/3/15



GOVERNMENT OF KERALA  
Abstract

Forest & Wildlife Department - Establishment – Syllabus for the induction training of Range Forest Officers - orders issued.

**FOREST & WILDLIFE (F) DEPARTMENT**

GO (MS) No.12/2015/F&WLD

Thiruvananthapuram, Dated,12.03.2015

Read:1. GO(P)No.73/2010/F&WLD. Dated.21.10.2010

2. Letter No. Trg3 - 2214/2014 dated 27.08.2014 from the Additional Principal Chief Conservator of Forests (IHRD), Thiruvananthapuram.
3. Letter No. Trg3 - 2214/2014 dated 23.01.2015 from the Principal Chief Conservator of Forests & Head of Forest Force, Thiruvananthapuram

ORDER

As per Rule 9(2) (h) of the Kerala Forest Service Special Rules 2010 issued vide G.O read as first paper above, Range Forest Officers appointed by transfer (FNTR category) have to undergo a compulsory training for a period of not less than 3 months during the period of probation, which shall be pre requisite for declaration of satisfactory completion of probation. As per the letters read above, the Additional Principal Chief Conservator of Forests (IHRD), Thiruvananthapuram has submitted the proposal for the approval of Syllabus for the induction training of Range Forest Officers in the Forest Department, so as to equip them with recent development and knowledge in various modern fields, and the Principal Chief Conservator of Forests & Head of Forest Force , Thiruvananthapuram has recommended the proposed syllabus.

2. Government have examined the matter in detail and are pleased to approve the Syllabus for the induction training of Range Forest Officers (FNTR category) in the Forest Department as appended to this order.

By Order of the Governor

**K.V. SUDHEER**

**Joint Secretary to Government**

The Principal Chief Conservator of Forests & & Head of Forest Force,  
Thiruvananthapuram.

The Additional Principal Chief Conservator of Forests (IHRD),  
Thiruvananthapuram.

The Additional Principal Chief Conservator of Forests (Administration),  
Thiruvananthapuram

The Principal Accountant General(Audit/A&E),Kerala,Thiruvananthapuram.

The Web & New Media (For publishing in website)

SF/OC.

Forwarded/By Order

  
Section Officer

***KERALA FOREST DEPARTMENT***

**COURSE CONTENTS FOR THREE MONTHS  
COMPULSORY TRAINING FOR  
RANGE FOREST OFFICERS**



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**Distribution of Time periods for various activities during 3 months (90 days)**

**Obligatory Training for Range Forest Officers.**

**Timing :**

1	Duration of Course	3 months
2	Sundays excluding tour days	12-1= 11 days
3	Gazetted holidays	7 days
4	Second Saturday holidays	3 days
5	Registration & Orientation	1 day
6	Examinations	4 days
7	Preparation of Results/ Sports function & hobby competitions	2 days
8	Passing out parade and convocation	1 day
9	Relief	1 day
10	Self Studies and Library works	4 dys
11	Effective working days	90-(11+7+3+1+4+2+1+1+4) 90-34= 56 days
12	Class room sessions	45 days
13	Excursions (Working Saturdays)	5 days
14	Tours days	6 days

- Class room hours = 45 days x 6 hrs per day = 270 Hrs.
- Time allocation for one class room session = 120 minutes

## Daily Schedule

Time	Activities
06.00 am to 07.00 am	Physical Training/ Yoga Exercise/ Parade
09.00 am to 11.00 am	Inputs / facilitation by the Trainer / Presentation of Trainees
11.00 am to 11.15 am	Tea Break
11.15 am to 01.15 pm	Inputs / facilitation by the Trainer / Presentation of Trainees
01.15 pm to 02.15 pm	Lunch Break
02.15 pm to 04.15 pm	Inputs / facilitation by the Trainer / Presentation of Trainees
05.15 pm to 06.15 pm	Games / Self Defence (Judo – Karate)

Note :- As much as possible, the participatory methodology is to be adopted.

## COURSE CONTENTS FOR TRAINING FOR RANGE FOREST OFFICERS

- Duration of Training period = 90 days (3 months)
- Effective Working days = 56 days
- Class hours in a day = 6 Hrs

### Subject wise Allotment of Hours

Sl. No.	Subject	Class room Session (theory + practical) (Hours)	Excursions (Days)	Study Tours & Field Exercise (Days)
1	Duties & Responsibilities of RFO	6		
2	Forest Policies (State & National), Citizen Charter	6		
3	Office Administration (MOP, Service Book maintenance, Accounting procedure, etc)	12		
4.	Kerala Forest Code – Vol I & II	18		
5.	Kerala Service Rule Part I, II&III	18		
6.	<del>Conduct Rule, KCS &amp; CGA Rules, KS&amp;SSR rule</del>	<del>18</del>		
7	<b>Acts and Rules related to Forest &amp; Wildlife</b> Kerala Forest Act 1961 Wildlife Protection Act 1972 An overview of the Acts & Rules related to Forests, Rules (Latest)	42		
8	Dealing with Cases and Offences	6		
9.	Package of Practice, FSR, PWD Schedule of Rates & Execution of works	12		
10.	Nursery & Plantation Techniques	6		
11.	Total Station Survey	18		
12.	Remote Sensing & Global Information System (GPS, DGPS Survey, GIS etc)	12		
13.	Soil and Water Conservation	6		

✓ 14	Bio Diversity Conservation	5		
✓ 15	Wildlife Management	12		
✓ 16	Participatory Forest Management	18		
17.	Social Forestry and Extension and tribal development	6		
✓ 18.	Computer & Application	30		
19.	Personality Development Skills	18		
	Total	270=45 days	5 days	6 days

### Abstract

(i) Class room Sessions	= 45 days
(ii) Excursions	= 05 days
(iii) Study Tours & Exercise	= <u>06 days</u>
<u>Total</u>	= <u>56 Days</u>

**Note: Excursions and Study tour details will be decided by the Principals of the Forest Schools.**

## DETAILS OF COURSE CONTENTS FOR THREE MONTHS TRAINING FOR RANGE FOREST OFFICERS

Sl. No.	Title	Details	Hours
<b>1.</b>	<b>DUTIES AND RESPONSIBILITIES OF RANGE FOREST OFFICERS</b>		
	Duties and responsibilities and general job profile of a Range Forest Officer.	<ul style="list-style-type: none"> <li>i. To live at their appointed headquarters except when absent on duty, and not to leave their Range without first obtaining the consent of their superior officer.</li> <li>ii. To know the Forest Law and all rules in force, to carry them out and whenever necessary, to explain them to the people and to their subordinates.</li> <li>iii. To know the whole of their Range thoroughly including reserved and unclassed forests, the principal villages in the neighbourhood of forests, the roads and other lines of communication etc.</li> <li>iv. To know the exact duties of all their subordinates and to see that they carry those out satisfactorily, to see that the Forest Guards and fire-watchers patrol their beats regularly, to see that the diaries of their subordinate are punctually submitted, and to bring cases of neglect of orders to the notice of the Divisional Forest Officer.</li> <li>v. To wear the prescribed uniform when on duty and to see that their subordinates do so.</li> <li>vi. To inspect thoroughly at least once a month each Station / Section / Beat in the Range, to inspect such of the demarcated reserve boundaries as may be noted for inspection or repair during the year and to submit reports of such inspections.</li> <li>vii. Issue of permissions and removal passes when authorised, personally supervise and inspect as often as possible all works in progress and all plantations and boundaries of reserves and to see that their subordinates are diligent in similar inspections.</li> </ul>	6



Sl. No.	Title	Details	Hours
		<p>viii. To set an example to their subordinates by generally showing zeal in the carrying out of various minor operations for the improvement of the forests and to teach them the mode of performing such operations.</p> <p>ix. To take advance of opportunities for work under DFO, so as to endeavour to understand and qualify themselves to undertake important silvicultural operations and which accompanying on such officers on to, to ask advice and instruction regarding any points of difficulty, so that the superior officer may explain practically on the ground how his orders should be carried out.</p> <p>x. To report to the DFO any breach of the Forest rules detected by him or reported by his subordinates, to forward a copy of any statement or explanation made by the accused and to give names of witnesses and nature of evidence obtained. Such report must be made at the late within seven days of the discovery of the office, or receipt of information. <del>If enquiry has not been</del></p>	
		<p>completed at the time of submitting such report, a full report should be sent in later fixed by the DFO should be realised within fourteen days, if it has not been realised within fourteen days, if it has been realize the matter should be reported immediately after the completion of the fourteen days to the DFO.</p> <p>xi. In the case of seizure of property in connection with an offence committed to report it without delay to the Magistrate having jurisdiction and to his superior officer for the further action prescribed under the Forest laws. If the property is the property of Government and the offender is unknown, a report need not be made to the Magistrate. It is sufficient to report to his superior officer.</p> <p>xii. To take charge of all confiscated property made over to the Forest Department by the order of the courts.</p>	

Sl. No.	Title	Details	Hours
		<p>xiii. To take special care of all Government hammers, keeping them constantly under supervision when in use and under lock and key when not in use to send to DFO as quickly as possible, any hammer that may be damaged or worn out for destruction and to report at once the loss of any hammer and to measure and mark all timber as soon as possible after the revenue has been paid.</p> <p>xiv. To submit weekly diaries showing works carried out in his Range, work done up to date, still to be done, reasons for delay if any. To keep all the registers and books prescribed up to date.</p>	
<b>2. FOREST POLICIES (STATE &amp; NATIONAL), CITIZEN CHARTER</b>			
	(a) National Forest Policies	1892, 1952, 1988 National Environment Policy 2006 National Policy on Disaster Management National conservation Strategy and policy statement on Environment and Development.	6
	(b) State Forest Policies and related Policies	State Forest Policy 2009 Kerala State Water Policy 2008	
		Kerala Biotechnology Policy Intellectual Property Rights Policy for Kerala 2007 Kerala State Disaster Management Policy	
<b>3. OFFICE ADMINISTRATION</b>			
	(a) Manual of office procedure	Receipt of Tapal, Inward and outward registers' Personal Register - how maintained, Noting, drafting, fair copy, Despatch, closing of files, Disposals etc.	12
	(b) Book maintenance	Important Registers and books to be kept at Range, General Register and Registers and Returns as per forest code.	
	(c) Accounting procedure	Maintenance of cash and cash book, Revenue cash book - how to maintain Imprest cash book and accounts.	

4.	<b>KFD CODE</b>		
	(a) <b>Kerala Forest Code Vol.I</b> Relevant Sections	<p>Duties and Responsibilities of Forest officers from PCCF to Forest Guard (Para. 3.3) Transfer of charge of Beat / Section / Station and Range. Forms used for it, note to successor etc. (Para. 6.1. To 6.5) Correspondence and office works Para 7.1 to 7.7. Registers (Para 9.2) Journals Para 9.3</p> <p>Maps.(Para 9.4)</p> <p>Annual Plan of Operation, working Plan (Para. 10.1 and 10.2)</p> <p>Classification of works. Forest works, Civil works, Live stock, STP.</p> <p>Administrative and Technical Sanction of Estimates. Schedule of rates, (Para 10.4, 10.5) Execution of works (Para 10.6)</p> <p>Auction and Tender (Para 10.9) Execution of Agreements (Para 10.10)</p> <p>Miscellaneous rules regarding execution of works and completion reports (Para – 10.11 &amp; 10.12)</p> <p>Custody and accounting of passes, permits M. Books cash etc (Para 12.5.3, 12.5.4 12.5.5.)</p>	18
	(b) <b>Kerala Forest Code Vol.II</b> Accounting procedure	<p>Acknowledgment of money received. (Para 4.2.1, 4.2.2, 4.2.3 and 4.2.7)</p> <p>Remittance into Treasury (Para 4.3.2 to 4.3.7)</p> <p>Work Advance to Subordinate office (Para 4.8.5)</p> <p>Timber Accounting (Para 6.2., 6.3 &amp; 6.4)</p> <p>Works accounts (Para 10.1, 10.2, 10.3, 10.5 and 10.6) Materials at site (Para 10.7)</p> <p>Works Register (Para 10.8)</p> <p>Monthly Returns (Para 14.1.1, 14.1.2 &amp; 14.1.3)</p>	
5.	<b>KSR Part I, II &amp; III</b>		
	Part I	<p>Pay and pay fixation.</p> <p>Leave – nature and kind of leave, sanctioning authority; powers at various levels.</p> <p>Joining time – How to calculate, when eligible.</p>	18
	Part II	<p>Travelling allowance – Grades of officers, PTA, PCA, Mileage allowance, Daily allowance, Tour TA, Transfer TA, preparation of TA bill.</p>	
	Para III	<p>Pension, Eligibility, calculation, sanctioning of pension authority, DCRG – How to calculate.</p>	

<b>6.</b>	<b>CONDUCT RULES KCS, CCA RULES, KS&amp;SSR ETC</b>		
	(a) Government Servants Conduct Rules - 1960	The Government servants conduct Rules 1960 – Important Rules relating to Government servants an overview	18
	(b) KCS (CCA) Rules - 1960	Kerala Civil Service (CCA) Rules 1960- General introduction, Application, classification, suspension, Nature of penalties, Disciplinary authorities Procedure for imposing Major / Minor penalty, Appeal, Review.	
	(c) Manual of Disciplinary Proceeding	Procedure for initiating formal inquiry, authority, Presenting officer, How to conduct enquiry, preparation of minutes of enquiry, findings of enquiry, Report of Formal enquiry.	
	(d) KS & SSR - 1958	Scope of General rules, Relation of Special Rules. Method of recruitment, Discharge and re-appointment of probationers and approved probationers. Temporary appointments, appointment by agreement, qualification for promotion, Declaration of probation extension of probation, seniority, promotion (Rule 28), Postings and Transfers etc.	
<b>7.</b>	<b>ACTS AND RULES RELATED TO FOREST &amp; WILDLIFE</b>		
	(a) Kerala Forest Act 1961	Latest amendments in KF Act Section 47 A to 47 H. Procedure to be followed when articles seized under Section 52 is liable for confiscation under Section 61 A to 61 F.	42
	(b) Wildlife Protection Act 1972	Latest amendments in Wildlife Protection Act Amendments of 2003 with special reference to Section 9, 11 and 12 Section 50, 51 and 58 A to Y.	
	(c) An overview of the Acts & Rules related to Forests	i) Forest Conservation Act 1980 ii) Kerala Private Forest (V&A) Act 1971 iii) Narcotics Drugs and Psychotropic substances Act - Sections relevant to dealing with 'Ganja' cases.	

		<ul style="list-style-type: none"> <li>iv) Environmental Protection Act (A brief introduction)</li> <li>v) Biological Diversity Act – 2002 ( A brief introduction)</li> <li>vi) Schedules Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act 2006 – Procedure for recognition of rights and diversion of Forest Land for common amenities of tribals.</li> <li>vii) The Kerala Preservation of trees Act 1986.</li> <li>viii) The Kerala Promotion of Tree Growth in Non-Forest Areas Act 2005</li> <li>xi Kerala Forest (V&amp;M of Ecologically Fragile Land) Act 2003</li> <li>x) Right to information Act</li> <li>xi) Right to Service Act</li> <li>xii Any other new related acts enacted from time to time</li> </ul>	
	(d) Rules (Latest)	i) Kerala Forest (V&M of EFL) Rules 2007	
		<ul style="list-style-type: none"> <li>ii) The schedules Tribes and other Traditional Forest Dwellers (RFR) Rules – 2007</li> <li>iii) The Kerala Rules for the compensation to victims of Wildlife Attack Rules 1980 and the latest amendment in 2010.</li> <li>iv) The Kerala Captive Elephants (M&amp;M) Rules 2012</li> <li>v) Kerala Forest (Regulation of Sawmills and other wood base Industrial Units) Rules – 2012</li> </ul>	
<b>8.</b>	<b>DEALING WITH CASES / OFFENCES</b>		
		Detection of forest & wildlife offences, preparation of Mahazar, seizure of MOs, collection of evidences. Interrogating, Investigation of cases charging of cases, case diary, collection of samples & testing in wildlife cases. Prosecution procedure, Marking exhibits, examination of	6

		witness, providing additional evidence, sentence / acquittal appeal. Preparation of Statement of facts in OA, OP, OS, WP(c) cases.	
<b>9.</b>	<b>PACKAGE OF PRACTICE FSR, PWD- SR &amp; EXECUTION OF WORKS</b>		
		FSR – Introduction of schedule of rates approved for various items of works and preparation of estimates for forestry works based on rates approved in FSR. <b>Package of forestry practices:-</b> Model estimates for works like, nursery, planting, maintenance of plantation, Tending operations, timber operation, fire protection works and soil and moisture conservation works. <b>Works involving PWD SR:-</b> Preparation of Data sheet, Conveyance statements, Detailed estimate for usual works like, Building construction, Roads, culverts, trek path etc and then maintenance, check dams, Elephant proof trench, power fencing, permanent cains and stonewall etc. <b>Supervision and control:-</b> <del>Preparation of estimates, Recording M. Book</del> preparation of bills. Measurements and Check measurement of various works, and certifying in the bills.	12
<b>10.</b>	<b>NURSERY &amp; PLANTATION TECHNIQUES</b>		
		Modern Nursery techniques, clonal nursery, root trainer, compost making, vegetative propagation in central nurseries. Stages of seedling production in Central nurseries. Modern plantation techniques, for improving productivity of pulpwood plantation. Raising and maintenance of Teak Plantation. Thinnings and final felling Timber operation Timber classification Auction sale of timber and poles.	6

11.	<b>TOTAL STATION SURVEY</b>	18
	Total station survey – Theory and Practical	
12.	<b>REMOTE SENSING &amp; GIS</b>	
	Use of GPS, Survey with GPS and DGPS, Plotting with the help of survey software.  Use of GPS for checking area of a plantation. Application of GPS in forest protection and forest offences.	12
13.	<b>SOIL &amp; WATER CONSERVATION</b>  Structures conserving soil.  Contour bunds, contour trench contour stone walls, earthen bunds, sunken gully pits, gully plugging.  <b>Structures conserving water:-</b>  Check dams – various kinds of check dams,  Percolation ponds, rain water harvesting structures,  Farm ponds and lakes,  Water shed and water shed management,  Water shed approach in soil conservation.	6
14.	<b>BIO DIVERSITY CONSERVATION</b>	
	Definition, Bio diversity values.  Bio diversity of the Western Ghats.  Special Eco system – Wetlands, Mangroves, sacred groves, fresh water swamps, Ramsar sites, coastal ecosystem etc.  Bio diversity conservation needs in Kerala.	6
15.	<b>WILDLIFE MANAGEMENT</b>	
	Wildlife Habitat management, carrying capacity Wildlife enumeration techniques; Human- wildlife Conflict.  Wildlife Crime Control Bureau, their activities in preventing illegal trade of wildlife, functions of National Board of Wildlife and State Board of Wildlife, National Tiger Conservation Authority, Central Zoo Authorities etc.	12

<b>16. PARTICIPATORY FOREST MANAGEMENT</b>		
(a) Role & responsibilities	Role of Forest Range Officer in Participatory Forest Management and Vana Samrakshana Samithies Activities.	18
(b) NAP/ Campa /Green India Mission	Implementation of works under National Afforestation Programme, Green India Mission and CAMPA by Vana Samrakshana Samithies.	
(c) Ecotourism initiatives in forest areas	Responsibilities of Range Forest Officer in implementing ecotourism projects by Vana Samrakshana Samithies. Controls and check by Forest Range Officer.	
<b>17. SOCIAL FORESTRY EXTENSION AND TRIBAL DEVELOPMENT</b>		
	<p>New initiatives in Social Forestry -</p> <p>Haritha Keralam, Entemaram, Nammudemaram, Harithatheeram, Kuttivanam etc.</p> <p>Forestry Extension – Nature Education Camps, Exhibition, Poster, Short film etc.</p> <p>Tribal Development – Implementation of ST&amp;TFD (RR) Act, Livelihood of Tribals depending on Forest, schemes for improving the living standards.</p>	6
<b>18. COMPUTER APPLICATION</b>		
	<p>FMIS Modules – Detailed study of all the 14 Modules, Monthly Accounts System (MAS), Incidence Monitoring System (IMS)</p> <p>Forest Intranet site, Maps Management System (MMS), SC/ST Statistics entry system.</p> <p>Forest Rights Act Entry system, Captive Elephant Monitoring System.</p> <p>Spark - used for salary processing, e-Tender, and other online services.</p>	30
<b>19. PERSONALITY DEVELOPMENT SKILLS</b>		
	Stress Management, Time Management, Leadership qualities, Communication skills, Motivational skills etc.	18
<b>Total</b>		<b>270 hrs</b>